

Project Roles Version 1.0 (2/02/07)

Role	Role Description
Acquisition Manager (AM)	Has primary responsibility for managing the acquisition of products from suppliers. Works with procurement personnel to determine the acquisition type and selection criteria, establish and maintain formal agreements with suppliers, monitor supplier performance, and ensure that the agreement is satisfied before accepting the acquired product. May be the COTR.
Configuration Management Officer (CMO)	Responsible for the Configuration Management process, including maintaining the integrity of work products through configuration identification, configuration control, configuration status accounting, and configuration audits.
Contracting Officer (CO)	Responsible for addressing contract (legal) issues, determining acquisition type, managing selection of suppliers, establishing and maintaining formal agreements with suppliers, and directing a supplier to perform.
Contracting Officer's Technical Representative (COTR)	Accepts from the CO the delegation of contract-related responsibilities. Advises the CO on the selection of a supplier. Participates in writing of the contract, monitoring and evaluating the contractor performance, reports to management on project progress, and initiates technical changes to a contract.
Development Engineer (DE)	Responsible for detailed design, implementation, integration, and build-integration testing. Supports requirements engineering.
Development Team Lead (DTL)	Leads team responsible for developing a given subsystem(s) or system(s). Performs requirements analysis and high-level design. Also known as Subsystem Lead or Senior Developer. Has primary responsibility for the Design and Implementation process area. Supports requirements engineering. Supports verification and validation by conducting peer reviews and supporting team teams. May support the PDL in the following process areas for the assigned subsystem(s)/system(s) being developed: planning; monitoring and control; measurement and analysis; and risk management.
Line Manager (MGR)	Responsible for developing staff, assignment of staff to projects, and monitoring of projects led by personnel from their organization.
Maintenance Engineer (ME)	Responsible for implementing and testing corrections and enhancements to systems being maintained.
Maintenance Team Lead (MTL)	Responsible for leading the team that is maintaining a given system or set of systems. This includes serving as a PDL for the maintenance effort. (See the PDL role description.)
Product Development Lead (PDL)	Person in charge of project management activities and leading the team. This role is primarily a project management role. Has primary responsibility for the following process areas within the project: project planning; project monitoring and control; measurement and analysis; risk management, and decision analysis resolution. Has primary responsibility for leading/monitoring technical activities such as requirements management, design, implementation, verification and validation. Supports requirements development.
Simulator/Tools Engineer (STE)	Develops and installs simulators for software testing. Also installs any software development tools not otherwise supported via branches at an organizational level.
Software Manager (SM)	Responsible for technical and management oversight of mission software development. This oversight is from both a mission Project and directorate point of view, and to both in-house and contracted software. This is a mission Project-level role. For flight software projects, this role is called "System Manager."
Software Quality Engineer (SQE)	Has primary responsibility for the Process and Product Quality Assurance process area. Provides objective assessments of the development team's processes and work products. This role is usually performed by Code 300

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	personnel working under the direction of the Project office. If Code 300 support is not available, this role may be assigned to an individual who is within the overall organization, but who is independent of the project.
Software Technology Researcher (STR)	Responsible for developing or identifying potentially useful technologies, conducting studies to determine how best to use them, and helping transfer proven technologies to GSFC software development projects.
System Engineer (SE)	Lead engineer responsible for defining a system concept, a high-level design, and key interfaces. Also responsible for performing trade studies and other engineering analyses, and for liaison with other teams supporting a mission. Is generally responsible for the Requirements Engineering process area. Also typically leads or supports decision analysis resolution activities.
Test Engineer (TE)	Responsible for executing the build verification tests, system validation tests, and acceptance tests, including evaluation of the results. Supports spacecraft integration & test activities. Also known as Software Tester.
Test Team Lead (TTL)	Responsible for the integration and test of the entire flight or ground system. Leads an independent test team. Has primary responsibility for the Verification and Validation process area. May support the PDL in the following process areas for the test area: planning; monitoring and control; measurement and analysis; and risk management.

Organizational Roles

Role	Role Description
Process Engineer (PE)	Responsible for developing and maintaining software process assets, the SPI project data and measurement repositories, and associated software training classes. Facilitates periodic assessments of project and organizational process capabilities and develops action plans for improvements. Process Engineers are typically members of GSFC's Software Process Improvement (SPI) Project and the Engineering Process Group. SPI Lead is responsible for developing and maintaining the Goddard Software Process Improvement Plan.
Training Engineer (TRTE)	Process engineer responsible for performing activities to support the definition, deployment, and maintenance of the organization's training program.
Training Team Lead (TRTL), sometimes referred to as the SPI Training Lead	Leads the organization's training team. Coordinates activities pertaining to the definition, deployment, and maintenance of the organization's training program; generates the organization's Training Plan (i.e., GSFC SPI Software Training Plan).

Change History

[illegible]